

**JAIL SUPERVISOR
STUDY GUIDE**

A written examination for the class of **JAIL SUPERVISOR** to be administered in **WEST MONROE** on **NOVEMBER 28, 2006**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
MANAGING EQUIPMENT & SUPPLIES Knowledge of the maintenance of emergency equipment and supplies of the jail facility, including inventory control.	8.0%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, control, and retention of division records; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	13.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinate personnel; to resolve conflicts; and to maintain discipline.	29.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.	12.0%
JAIL OPERATIONS Knowledge of the practices utilized in the daily operation of a jail facility, including management of jail personnel, booking, jail security, maintenance of facility, and providing for daily needs of prisoners.	38.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU **Firemen Training Program**).

JAIL OFFICER'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 15th printing, 1990.

FIRST/SECOND LINE JAIL SUPERVISOR'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria VA 22314-3490, 1989.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

BUSINESS COMMUNICATIONS, Dumont, Raymond A., and Lannon, John M., Little, Brown and Company, 34 Deacon Street, Boston MA 02108, 2nd ed., 1987.

AMERICAN RED CROSS EMERGENCY RESPONSE, Prepared by: American National Red Cross, Published by: The Banta Co., Staywell, 263 Summer Street, Boston MA, 02210, 2001.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.